

General Services Administration
Department - General Services Administration Depts
Announcement Number: 21FASB153KBMP

Vacancy Announcement

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Position Title: Contract Specialist

Open Period: 2021-02-08 - 2021-02-19 US/Eastern

Series/Grade: GS-1102AY-09/12

Salary: USD \$60,129 TO USD \$113,362

Promotion Potential: 12

Supervisory Position: No

Security Clearance Required: Other

Duty Locations: FEW vacancies in Washington DC, DC, US

Relocation Expenses Reimbursed: No

Work Schedules: Full-time

Work Schedule Details:

Appointment Type: E Permanent

Appointment Type Details:

Drug Test Required: No

Additional Information

Summary:

<http://www.gsa.gov/portal/category/26570>

As a Contract Specialist, you will be responsible for the full range of pre-award and post-award functions, e.g., price/cost analysis, negotiation, administration and termination.

Location of position: GSA, Federal Acquisition Service, Washington, DC

We are currently filling two vacancies, but additional vacancies may be filled as needed.

Duties:

Major duties include, but are not limited to the following:

Performs procurement planning tasks, including researching market conditions and identifying within assigned programs the subsystems, components, supplies and services to be acquired by the contract.

Evaluates technical submissions, bids, or offers for responsiveness to the solicitation.

Performs the full range of post-award functions.

Negotiates modifications, determining contract cost changes, price adjustments, progress, partial and final payments.

Executes modifications and supplemental agreements.

Closes out contracts.

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Serves as a warranted contracting officer, required to obtain and/or maintain a warrant.

TravelRequired: Occasional Travel

Occasional travel may be required.

Selected Hiring Paths:

DISABILITYFED-COMPETITIVEFED-TRANSITIONLANDMSPOUSEOVERSEASPEACESPECIAL-AUTHORITIESVET

Clarification from the Agency:

Your application will be considered if you are a:

Current career/career-conditional Federal employee in the competitive service;

Reinstatement eligible; Special Appointing Authority eligible; VEOA eligible Veteran;

ICTAP eligible; or OPM Interchange Agreement eligible.

Requirements:

If selected, you must meet the following conditions:

Receive authorization from OPM on any job offer you receive, if you are or were (within the last 5 years) a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch.

Serve a one year probationary period, if required.

Undergo and pass a background investigation (Tier 2 investigation level).

Have your identity and work status eligibility verified if you are not a GSA employee.

We will use the Department of Homeland Security's e-Verify system for this. Any discrepancies must be resolved as a condition of continued employment.

Complete a financial disclosure report to verify that no conflict, or an appearance of conflict, exists between your financial interest and this position.

* US Citizenship or National (Residents of American Samoa and Swains Island)

* Meet all eligibility criteria within 30 days of the closing date

* Meet time-in-grade within 30 days of the closing date, if applicable

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* Register with Selective Service if you are a male born after 12/31/1959

Qualifications:

For each job on your resume, provide:

the exact dates you held each job (from month/year to month/year)

number of hours per week you worked (if part time).

If you have volunteered your service through a National Service program (e.g., Peace Corps, Americorps), we encourage you to apply and include this experience on your resume. For a brief video on creating a Federal resume, [click here](#). The GS-9 salary range starts at \$60,129, GS-11 is \$72,750, and GS-12 is \$87,198 per year.

To qualify, you must meet the following: Basic Requirements for GS-5 through GS-12; A 4-year course of study leading to a bachelor's degree with a major in any field; or at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

To qualify for GS-9, In addition to the Basic Requirements, you must have at least one year of specialized experience equivalent to the GS-7 level in the Federal service.

Specialized experience is defined as experience assisting in the performance of recurring and developmental contracting assignments to procure supplies and/or services using your organization's acquisition regulations and/or policies. Procurement of these supplies and/or services must include three or more of the following:

Using common contract vehicles and methods to plan and carry out acquisition actions;

Performing work related to the pre-award and/or post-award process;

Preparing solicitation documentation and drafting the final contract;

Evaluating vendor offers for both technical and price/cost factors to ensure best value to the organization/agency;

Negotiating contracts, orders and/or modifications that are based upon previous examples/templates; and

Responding to and resolving common acquisition issues.

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OR

Possess 2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D., if related, in one or a combination of the following fields is required: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

OR

Combination of graduate education and specialized experience that when combined together qualify you for this position.

To qualify for GS-11, in addition to the basic requirements, you must have at least one year of specialized experience equivalent to the GS-9 level in the Federal service. Specialized experience is defined as experience performing recurring and developmental contracting assignments procuring supplies and/or services using a range of contracting methods, contract vehicles and types. Procurement of these supplies and/or services must include two or more of the following:

Planning and carrying out routine pre-award and/or post-award acquisition actions;
Preparing solicitation documentation and drafting the final contract;
Evaluating vendor offers for both technical and price/cost factors to ensure best value to the organization/agency;
Negotiating contracts, orders and/or modifications using standard language/templates with few clauses or addendums;
Responding to and resolving acquisition questions/issues some of which require additional research to provide recommendations/responses;
Assisting in the evaluation of acquisition program effectiveness in order to make recommendations for improvements; and
Analyzing routine contracting issues and identifying alternative courses of action.

OR

Possess a 3 full academic years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree Ph.D. or equivalent doctoral degree, if related, in one or a combination of the following fields is required: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing,

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quantitative methods, or organization and management.

OR

Combination of graduate level education and appropriate experience that together meet the qualification requirements of this position.

To qualify for GS-12, in addition to the basic requirements, you must have at least one year of specialized experience equivalent to the GS-11 level in the Federal service.

Specialized experience is defined as experience procuring supplies and/or services using a wide range of contracting methods, contract vehicles and types. Procurement of these supplies and/or services must include four or more of the following:

Planning and carrying out pre- and post-award acquisition actions;

Creating and preparing solicitation documentation and drafting the final contract;

Evaluating vendor offers for both technical and price/cost factors to ensure best value to the organization/agency;

Negotiating contracts, orders and/or modifications with unique clauses and/or addendums;

Responding to and resolving acquisition questions/issues that require research to provide recommendations/responses;

Evaluating acquisition program effectiveness in order to make recommendations for improvements; and

Independently analyzing contracting issues and identifying alternative courses of action.

Education Requirements:

Note: If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education. For further information,

visit: <https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

This position has a positive education requirement: Applicants must submit a copy of their college or university transcript(s) (Bachelors Degree) and certificates by the

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closing date of announcements to verify qualifications. If selected, an official transcript will be required prior to appointment.

Other Information:

Bargaining Unit status: AFGE

If you are selected at a grade lower than the full performance level, you may be promoted up to that grade level without having to re-apply or compete against other applicants.

Additional vacancies may be filled from this announcement as needed; through other means; or not at all.

How You Will Be Evaluated:

You will be evaluated on the questions you answer during the application process, which will measure your overall possession of the following competencies or knowledge, skills, and abilities. Your responses to these questions must be supported by your resume or your score may be lowered.

Knowledge of the full range of contract types, laws, regulations, principles, and methods of contracting and selection factors to satisfy complex requirements.

Knowledge of cost and price analysis and cost accounting standards sufficient to perform the full range of strategic, analytical, and technical procurement assignments. Professional knowledge of post-award procedures to administer contracts for a wide range of services, supplies and equipment.

Skill in the use of contract negotiation techniques sufficient to negotiate prices, terms and conditions, contract modifications and settlements.

Skill in both written and oral communication to keep GSA management, customers, and contractors apprised of procurement issues.

Knowledge of business practices sufficient to identify sources, recent developments and trends, economic factors affecting procurements and anticipated requirements of Federal agencies; to analyze cost and pricing data and contract proposals; and to evaluate the offers for responsibility.

Ability to acquire and maintain a warrant, ensuring that all required training and FAC-C certifications are current and keeping apprised of changes to procurement regulations

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and policies.

Additional assessments may be used, and, if so, you will be provided with further instructions.

If you are eligible under Interagency Career Transition Assistance Plan or GSA's Career Transition Assistance Plan (ICTAP/CTAP), you must receive a score of 85 or higher to receive priority.

Required Documents:

ALL required documents must be submitted before the closing date. Review the following list to determine what you need to submit. Note: If required to submit an SF-50 (Notice of Personnel Action), an equivalent agency Notice of Personnel Action form is acceptable. Such document(s) must show all of the following: effective date, position, title, series, grade, and rate of basic pay, tenure group 1 (career) or 2 (career-conditional), position occupied group, and name of agency. If you are a GSA employee (except in the OIG), you are not required to submit an SF-50. If you are a 30% or more disabled veteran, VEOA or VRA applicant or qualified spouse, widow/widower, or parent: (a) Copy of your Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of your active duty service. If selected, a DD-214 showing your type of discharge (member 4 copy) will be required prior to appointment. (b) If you are a disabled veteran, or are applying under VRA or VEOA as a spouse, widow/widower, or parent of a veteran, submit both of the following in addition to the DD-214: (1) completed SF-15 form; and (2) proof of your entitlement (refer to SF-15 for complete list).

If you are active duty military- Certification on a letterhead from your military branch that includes your rank, character of service (must be under honorable conditions) & military service dates including discharge/release date (must be no later than 120 days after the date the certification is submitted). If you are a current Federal employee or Reinstatement Eligible: Submit your latest SF-50. If you are eligible under an Interchange Agreement: Submit your latest SF-50. If you are a former Peace Corp or VISTA volunteer: Submit your Description of Service.

If you are a current or former Land Management Agency Employee - Submit a and b:

(a) one or more SF-50s, including your most recent one that shows you were on a

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competitive time-limited appointment(s) with a Land Management Agency and served on the appointment for a period(s) totaling more than 24 months without a break of 2 or more years.

(b) Copy of your agency's annual performance appraisal(s) or written reference(s) from a supervisor at the agency verifying satisfactory performance during your appointment(s).

If you have a disability: Submit proof of eligibility. For information on eligibility and required documentation, refer to USAJOBS's People With Disabilities page. If you are applying under another special appointment authority: Submit proof of your eligibility under the appropriate appointment authority. See USAJOBS's Resource Center for more information. If you are ICTAP/CTAP eligible - submit a, b, and c: (a) proof of eligibility including agency notice; (b) SF-50, and (c) most recent performance appraisal.

If you are a current or former political appointee: Submit your SF-50.

College transcripts: If you are using some or all of your college education to meet qualification requirements for this position, you must submit a photocopy of your college transcript(s). If selected, an official transcript will be required prior to appointment. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education.

Contracting Documentation: Submit A or B:

(A) List of completed courses as described in the requirements section of this announcement. The list must include: official course title, course number, training provider, training hours completed, and the date completed

(B) Proof of contracting certification: FAC-C or DAWIA Level II or higher certification (copy of certificate)

If certification is over 2 years old, also submit (a) or (b) below:

(a) Continuous Learning Points (CLPs) history identifying the completion of 80 CLPs every two years. The 80 CLPs every two years must be from the issuance date of certification to the current period.

(b) If you are a FAITAS member, you may submit your Continuous Learning Achievement Certificate from FAITAS. On your "My Continuous Learning" page, click on

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the "approved" link under Achievement Status to print a copy of your most recent certificate.

Agency Benefits:

http://www.opm.gov/insure/federal_employ/index.asp

How to Apply:

Submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the announcement. You can modify or complete your application any time before the deadline. Simply return to USAJOBS, select the vacancy, and update your application. For more detailed instructions on how to apply, click here: [Apply for a GSA Job](#). To begin, click the Apply Online button on the vacancy announcement.

Sign in or register on USAJobs and select a resume and documents to include in your application.

Once you have clicked Apply for this position now, you will be taken to the GSA site to complete the application process.

Click the Apply To This Vacancy and complete all steps in the application process until the Confirmation indicates your application is complete. If you click Return to USAJobs or get timed out prior to receiving confirmation, your application will not be submitted and cannot be considered for this job.

Note: Review the REQUIRED DOCUMENTS section of this announcement to determine which apply to you and must be submitted online. You may choose one or more of the following options to submit your document(s): Upload (from your computer); USAJOBS (click the "USAJOBS" link to complete the transfer process) or FAX (read the "Fax instructions" provided prior to printing the Fax Cover Sheet and faxing your information).

Need Assistance in Applying? Contact the HR representative listed on the announcement prior to the application deadline. We are available to assist you Monday-Friday during normal business hours. You must receive HR approval before deviating from these

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instructions. Be sure to APPLY EARLY as most assessments must be completed fully and submitted before the announcement closing.

Next Steps:

After the closing date/deadline:

ELIGIBILITY/QUALIFICATIONS: Your application will be reviewed for all requirements.

REFERRAL TO MANAGEMENT: If you meet all the requirements, you may be referred to management for review and a possible interview.

SELECTION/TENTATIVE JOB OFFER: If you are selected, you will receive a tentative offer and start the suitability and/or security background investigation process.

FINAL JOB OFFER: Once our security office determines you can come on board, you will be given a final offer, which is typically 40 days after the announcement closes.

FINAL COMMUNICATION: Once the position is filled, we will notify you of your status. You may also check your application status by logging into USAJOBS and clicking "Track this Application" on the Applicant Dashboard.

Thank you for your interest in working for U.S. General Services Administration!

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Important! All the information you provide may be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process.

Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

Please make sure that you have attached your resume. You will be disqualified from consideration if your resume has not been submitted before this vacancy closes.

Please remember to send all supporting documentation to the HR office for proper consideration.

Thank you for your interest in working for General Services Administration

Applicant's Signature

Date Application Completed

Applicant's Name Printed